# TSC (CalOES)

Saturday, October 15, 2016   9:15 PM

Terrorism Screening Center (TSC) will send notifications to the NCRIC when people on the TSC watchlist are expected or found in the NCRIC AOR. Notifications of these TSC hits will either be sent to the NCRIC from CalOES or through HSIN.

These instructions detail how to handle a TSC hit from CalOES.

IDENTIFYING a TSC hit from CalOES
1. A TSC hit from CalOES will be sent to the DutyOfficer distro and look something like this:
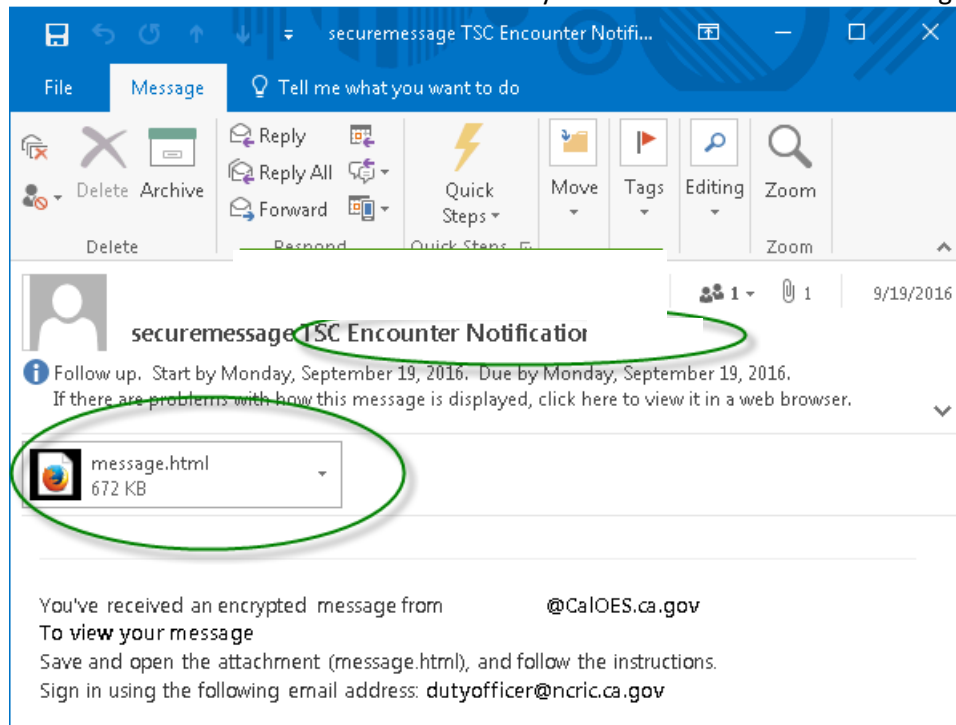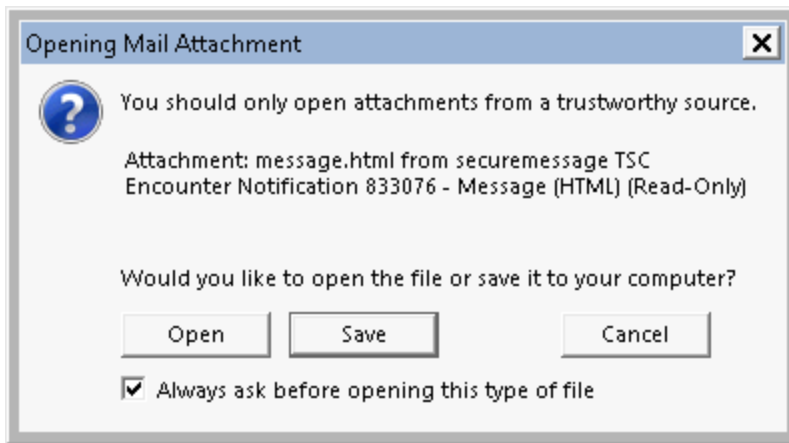

2. Notice:
   ○ The sender is from "**…@CalOES.ca.gov**"
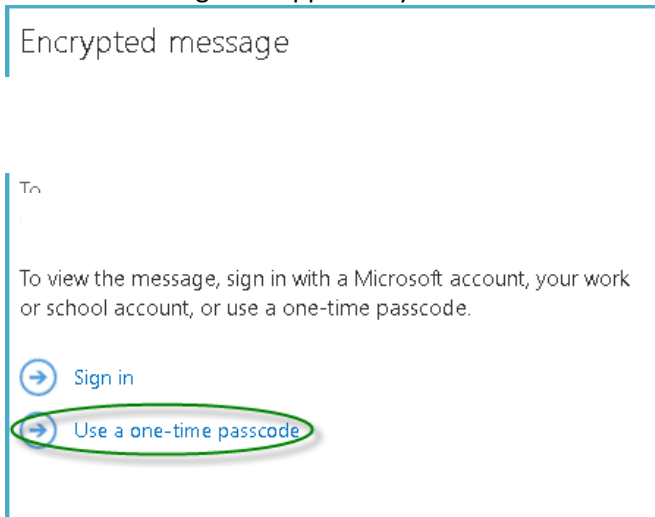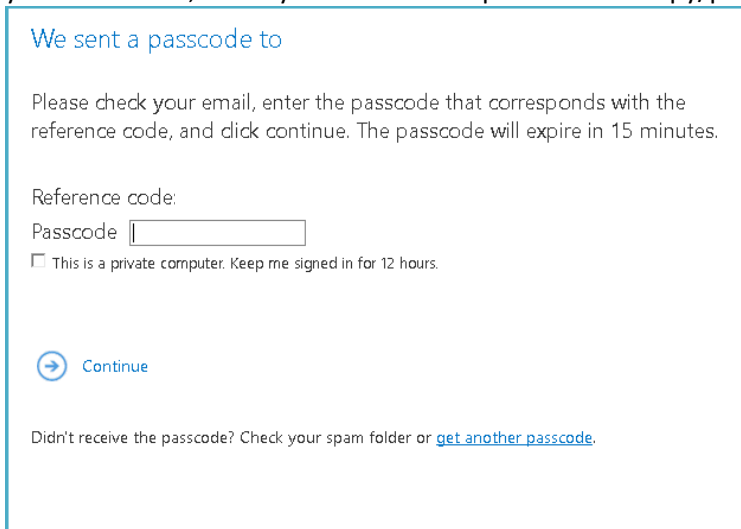   r

THE HTML MESSAGE
3. Open up the Message by double-clicking on it.
4. A pop-up will appear. Open it.

5. An HTML message will appear in your default browser. Click on **"Use a one-time passcode"**

6. The webpage will ask you for a **one-time passcode** that will be sent to dutyofficer@ncric.ca.gov. If you don't see it, check you Clutter and Spam folders. Copy/paste it in the box that appeared.

7. Once you type in the passcode and continue, you'll receive the secure TSC Encounter.
8. Double-click the PDF. Open the PDF and then save it to a folder of your choice.
9. Save the PDF as a Microsoft Word file. File > Save As > Microsoft Word > Word Document

   DATABASES
10. Query the following databases and save results
    ○ DL/DMV
    ○ LPR (if applicable)

- WSIN
- CopLink (if there are a lot of hits, print and save a profile of the subject, the worst criminal activity, and/or the most recent items. 3-5 is enough.)

Checks to only include in Palantir; NOT forwarded to TSC
- CII (LEaweb) attach report to Palantir ticket if applicable

CREATE A TICKET IN PALANTIR

11.
12. Fill in cells:

- Date Received: Date TSC Hit arrived in mailbox
- Assigned by: you
- Assigned Analyst: you
- Request Type:
- Case Ref: SRN #
- Name: TSC
- Email:
- Subject Name: subject's name
- Workup Period: whenever you work on the TSC
- Synopsis
- Narrative: Open up PDF of TSC hit. Convert a duplicate to Word format. Copy/paste all to Narrative.
- Disposition / Retention Tab > Retention Status: 1 Year
13. Save. Publish. (Accept where applicable). This is done between each step because Palantir has a penchant for changing cell information between each of the following steps.
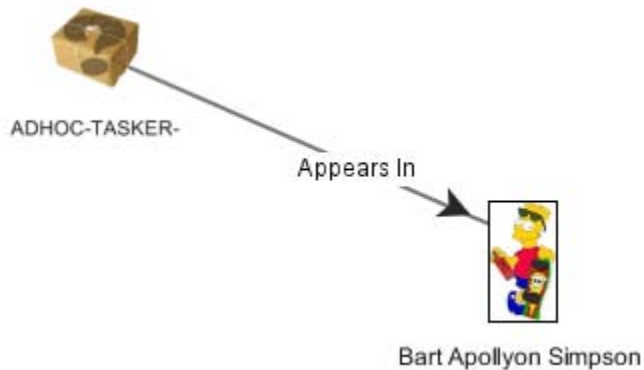
ADD DOCUMENTS TO TICKET

14. Click "**Add to Graph**"
15. Navigate to **Graph.** [To open up the icon: **Applications** > **Graph**]
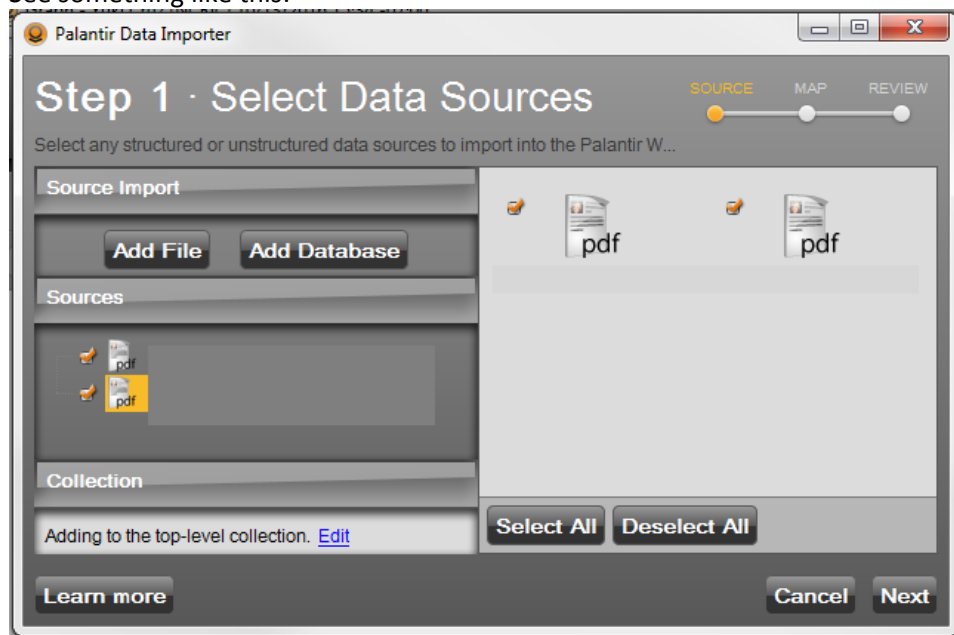16. Open linked entities. **Right-click RFI** > **Search Around** > **Linked entities**. It'll look something like this:

17. See something like this:

ADHOC-TASKER-

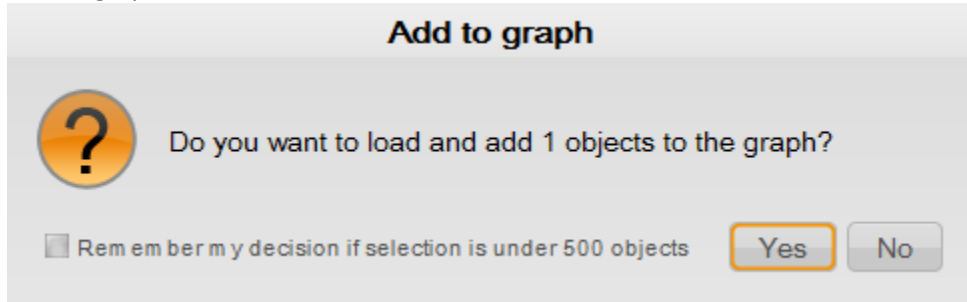Appears In

Bart Apollyon Simpson

18. Import documents.
    a. Open up the folder housing the results of all your database queries.
    b. Drag the files onto the Palantir graph.
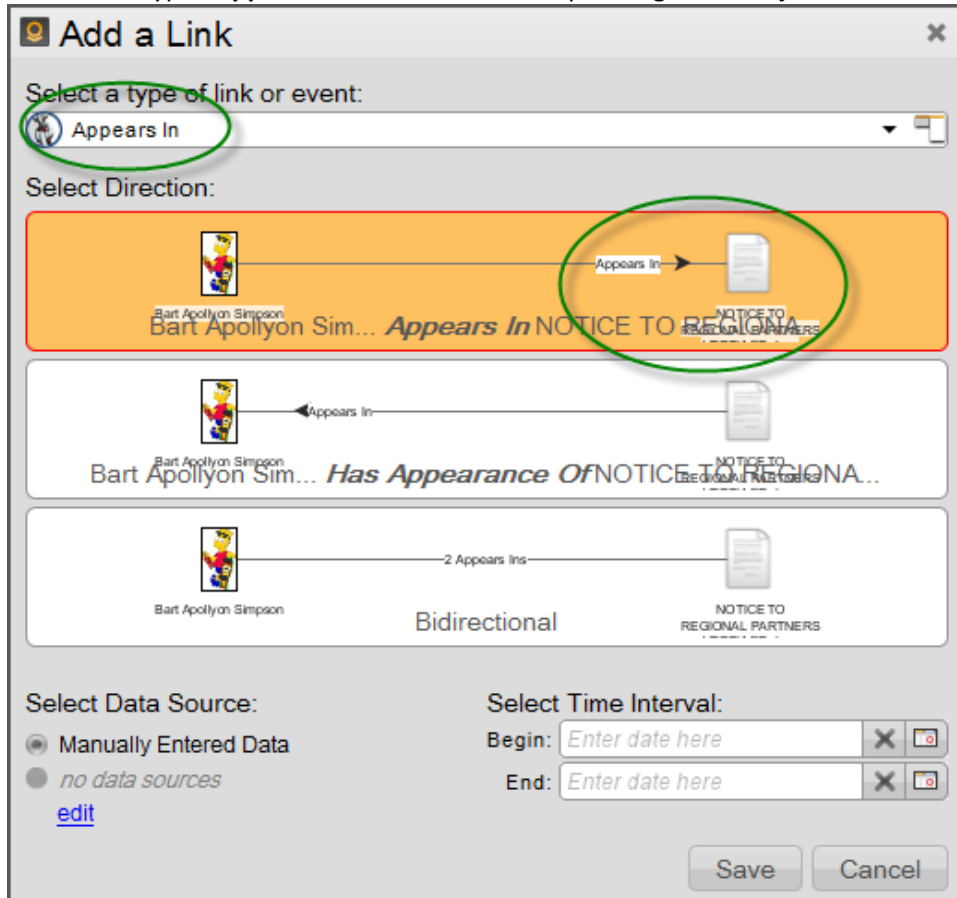   c. See something like this:

d. Click "**Next**"
e. Click "**Import**"
f. Add to graph. Click **Yes**.

19. Associate document with subject.
    a. Highlight all document(s).
    b. Left-click a triangle found at the bottom-right of any of the documents then drag it to the subject.

    c. Drop line(s) on subject.
    d. Add a link. Type "**Appears in**" and select arrow pointing from subject to document.

    e. Save. Publish. (Accept where applicable)
20. Open in browser for tagging.
    a. Highlight all.
    b. Left-click any icon. Drag to browser icon and drop.

21. Tag per normal.
22. Save. Publish. (Accept where applicable)

23.

- Title: TSC Encounter SRN#   LAST NAME results

  Body of email: ensure to list the   (air flight
  information; police encounter information)
- Attach original TSC document (PDF version)
- Attach any results (Coplink; DL; DMV; LPR)
  Do NOT encrypt on document with password
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SEND EMAIL #2 TO VAT
24. Prepare to forwardthe original TSC email from CalOES encounter email to VAT.
    - Attach original TSC document (PDF version)
    - Include number of encounters in NCRIC AOR (via Palantir info)
    - Include that it has been forwarded to TSC and JTTF

    See below for a template of the email.
    "
    SUBJECT: TSC encounte

    BODY:

25. If you skipped Email #1, include the following then skip the next step:

26. If you successfully sent Email #1, include the following:

  "

27. Done!